

12 June 1956

MEMORANDIM FOR: Executive Secretary

Administration Career Board

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Personnel Officer of WE Division, phoned me Monday, Il June, regarding training preparatory to for assignment as Administrative Officer stated would be required to spend four full weeks at the that and was by 15 August. In addition, the Division required to spend about three weeks on the Headquarters desk vishes becoming familiar with the station activities and projects. For this reason, the Division considers it impossible for to complete the administrative phase of the Ops Support Course prior to his departure.

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to sudit certain portions 2. The Division will permit of the administrative phase of Ops Support as follows: message writing, RI function, Logistics, Property Accounting, Finance, Travel, Personnel, Medical Support.

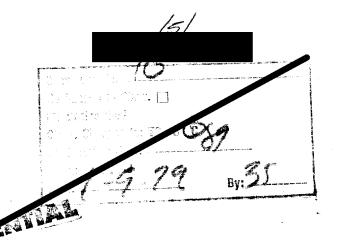
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3. Fortunately, has completed all training prerequisite to this assignment other than the admin phase of Ops Support. It would have been very desirable that he would have been able to complete this phase of the training before undertaking this field assignment. I have concurred in WE's proposal regarding as the only practical course of action in view of all the circumstances.

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